



Office of Budgets & Management Information

Banner Error Messages

Banner Error Messages Overview

- ❖ Insufficient Budget (when entering a Requisition)
 - ❖ Perform an Org Hierarchy Query
 - ❖ Check Pending Documents
 - ❖ Perform an Encumbrance Query
- ❖ Sequence 1 accounting information is incomplete (when entering a Requisition or Budget Change)
 - ❖ Use the Index field
- ❖ Query retrieved no records (when performing a Budget Query)
 - ❖ Complete a Banner FSS access form
 - ❖ Review your Query parameters (very important)
 - ❖ Wait on new org setup



Error Message When Entering a Requisition

Personal Information Student Faculty Services Employee **Finance** Proxy Menu

Search Go

Requisition

Begin by creating a new requisition, retrieving an existing template, or searching for an existing requisition in proc list of available values.

Select Document Text link to attach text to the requisition. Select the Item number link to add item text for a com

Choose Validate, if desired, to validate calculations and codes. Choose Complete to perform a validation and forwa

Search In Process Requisitions

Sequence 1 Insufficient budget for sequence 1, suspending transaction.

Use Template 

Retrieve

The dreaded “Insufficient budget”



Troubleshooting Tip 1

Perform an **Organizational Hierarchy Query** to check the funding in the budget lines.

Budget Status by Organizational Hierarchy New Query

Dept. 000000

Query Results

Account Type	Account Type Title	FY24/PD14 Adopted Budget	FY24/PD14 Accounted Budget	FY24/PD14 Year to Date	FY24/PD14 Encumbrances	FY24/PD14 Reservation	FY24/PD14 Available Balance
70	Expenditures	██████	██████	██████	██████	██████	\$20,000.00
Report Total (of all records)		██████	██████	██████	██████	██████	\$20,000.00

The total available balance is \$20,000 with all \$20,000 budgeted in Expenditures. The following are possible causes for the “**Insufficient budget**” error.

- You are attempting to use Account 8101 to purchase Equipment, and there is no budget for Equipment. A budget change (BD04) is needed to move budgeted funds from Expenditures to Equipment (from 7000 to 8101).
- You are attempting a requisition for more than \$20,000.

Troubleshooting Tip 2

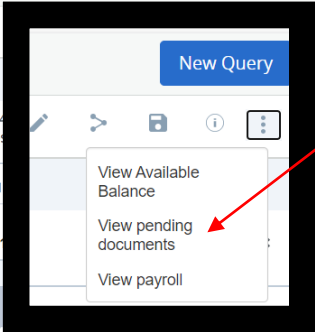
Check for **Pending Documents** that tie up available funds.

Budget Status by Organizational Hierarchy New Query

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Query Results

Organization	Organization Title	FY24/PD14 Adopted Budget	FY24/PD14 Accounted Budget	FY24/PD14 Year to Date	FY24/PD14 Encumbrance	FY24/PD14 Available Balance
000000	Dept.	████████	████████	████████	████████	████████
Report Total (of all records)		████████	████████	████████	████████	████████



Pending Documents

< Dept. 000000

Query Results

Document Code	Transaction Date	Activity Date	Status
R0999999	11/11/2023	11/11/2023	Disapproved
Report Total (of all records)			

Information for any pending documents is displayed. It will include a document number, transaction date, status, vendor, amount, etc.

Contact purch@uah.edu to delete the document and free up funds.

Pending Documents can tie up significant amounts of available funds, thereby contributing to an **“Insufficient budget”** error.



Troubleshooting Tip 3

Perform an **Encumbrance Query** to check for **open** purchase orders that can be closed.

Encumbrance Query New Query

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Query Results

Account	Account Title	Document Code	Description	Original Commitments	Encumbrance Adjustments	Encumbrance Liquidations	Year to Date	Current Commitments	% Used	Cmt Type
7403	Furniture <\$5,000	P0999991	Vendor A	\$1000.00	\$0.00	\$0.00	\$0.00	\$1000.00	0.00	Uncommitted
7403	Furniture <\$5,000	P0999992	Vendor A	\$1000.00	\$0.00	\$0.00	\$0.00	\$1000.00	0.00	Uncommitted
7433	Computer & Peripher Supplies	P0999993	Vendor B	\$2000.00	\$0.00	\$0.00	\$0.00	\$2000.00	0.00	Uncommitted
Report Total (of all records)				\$4000.00	\$0.00	\$0.00	\$0.00	\$4000.00	0	

The example above shows two different purchase orders for the same vendor, same amount. They may both be legitimate, but running this query alerts you to one possibility in freeing up funds.

Error Message When Entering a Requisition

Requisition

Begin by creating a new requisition, retrieving an existing template, or searching for an exist list of available values.

Select Document Text link to attach text to the requisition. Select the Item number link to ad

Choose Validate, if desired, to validate calculations and codes. Choose Complete to perform a

Search In Process Requisitions

❗ Chart of sequence 1 is required

❗ Sequence 1 accounting information is incomplete

Use Template

Dollars Percents

Seq#	Chart	Index	Fund	Orgn	Account	Program	Activity	Location	Accounting
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="7404"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="100"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
5	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Save as Template

Shared



Troubleshooting Tip

- Make sure to enter “H” in the Chart field
- **Use the Index field** to auto-populate elements of the FOAPAL (like you do for a Budget Query)



Error Message When Performing a Budget Query

[My Finance](#) • [My Finance Query](#) • [Budget Status by Account](#)

Budget Status by Account

< My Dept. - 000000

Query Results

Query retrieved no records

“Query retrieved no records” is one of the most common error messages. There are many instances causing it to appear.

Troubleshooting Tip 1

The University of Alabama in Huntsville Banner Finance Self-Service (FSS) Request Form		
Step One - Application Information		
Name:	<input type="text"/>	Phone: <input type="text"/>
	First MI Last	
Department Name:	<input type="text"/>	Charger ID <input type="text"/>
Banner A Number:	<input type="text"/>	Email: <input type="text"/> @UAH.EDU
Step Two - Check Modules Requested		
<input type="checkbox"/> Finance Self Service	<input type="checkbox"/> Query Only - View Budget Queries	
<input type="checkbox"/> Web Time Entry (timesheet approval)	<input type="checkbox"/> Query and Posting - View Budget Queries and Data Entry	
<input type="checkbox"/> ePrint Access		
Step Three - 6 Digit Organizational Code Requested *		
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
Comments:	<input type="text"/>	
Step Four - Applicant's Signature		
I consent to the monitoring of my use of these computing resources for the purpose of accountability and authorized use. I understand that I am subject to disciplinary action and/or criminal prosecution for unauthorized use. I have read, understood, signed and will comply with the University Computer & Network Use Policy & the University Confidentiality Statement		
<input type="text"/>	<input type="text"/>	
Signature	Date	
Step Five - Department Authorization		
I approve the requested access for this employee. I agree to notify Budget Office (SSB 306) when the applicant is terminated from the University or no longer needs access to FSS.		
<input type="checkbox"/> Check here to terminate access for applicant. Applicant does not need to sign.		
<input type="text"/>	Name (Print): <input type="text"/>	
Signature:	Date: <input type="text"/>	
(To Be Completed by Office of Budgets & Management Information) SSB 306		
<input type="text"/>	<input type="text"/>	<input type="text"/>
Approved	Date	Home Labor

* If requesting access to a Foundation Org Code, please fill out the Foundation Banner Self-Service Access Request Form and turn it into Accounting for processing.

Revised March 2023

- Complete a Banner FSS Request Form for access to the org queried.

<https://www.uah.edu/budget/forms>

Budget Office

Banner Self Service Access Request Form 

Budget Change Form 

Budget Change Form-For Research 

Internet Native Banner Access Request Form 

PARF 

Retro Policy Process 



Troubleshooting Tip 2

- Review the query parameters.

Create New Query

Select Query Type

Budget Status by Account

Values

Chart*

H The University of AL in Huntsville

Index

Choose Index

Fund

Choose Fund

Organization*

Choose Organization

Account

Choose Account

Program

Choose Program

Activity

Choose Activity

Location

Choose Location

Fund Type

Choose Fund Type

Account Type

Choose Account Type

Commitment Type

All

Include Revenue Accounts

Fiscal Year*

2024

Fiscal Period*

14

Comparison Fiscal Year

None

Comparison Fiscal Period

None

Operating Ledger

Troubleshooting Tip 3

- The org / fund may be newly created and has not yet been funded.



Call us, UAH!



Melissa Brown
256-824-5217

mab0063@uah.edu

Service Areas:
Research and the Colleges



Tammy Haymon
256-824-2242

tgh0008@uah.edu

Service Areas:
All areas except for Research
and the Colleges